

# Scholarship Application

## For Covington Parks & Recreation Programs

### Instructions

Please provide all the following requested information and attach proof of applicant's participation in a reduced school lunch program or another government assistance program. Failure to provide all requested information will prevent the application from being processed. For assistance completing the application, please visit Covington Aquatic Center's Front Desk.

Completed applications may be submitted in-person, by mail, or email.

- In-person: to the front desk at the Covington Aquatic Center (18230 SE 240th St, Covington WA 98042 - Next to the Tahoma High School)
- By Mail to: City of Covington, Attn: Aquatics, 16720 SE 271st St, Ste 100, Covington WA 98042
- By Email: Scanned copies may be emailed to [parks@covingtonwa.gov](mailto:parks@covingtonwa.gov)

Applicants shall be notified within 1-week of the status of the application.

*To be completed by applicant*

Request Date_____	Amount Requested_____
Participant's Name_____	Birth Date_____
Parent/Guardian Name_____	Birth Date_____
Email_____	
Address_____	
City_____	Zip_____
Phone_____	
Alternate Phone_____	
<input type="checkbox"/> Proof of school lunch program (or other government assistance) is attached.	
Parent/Guardian Signature_____	

*To be completed by City Staff only*

<b>Staff</b>	<input type="checkbox"/> Verify proof of applicant participation in a reduced school lunch program or other government assistance is attached.
<b>Staff</b>	<input type="checkbox"/> Scholarship applications accepted by: (print name) _____ Date _____
<b>Staff</b>	<input type="checkbox"/> Participant's ActiveNet Customer ID: _____
<b>Staff</b>	<input type="checkbox"/> Place application in Supervisor's box.
<b>Supervisor</b>	1. Applicant has not been awarded a scholarship previously this year? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor</b>	2. Adequate funds are available in Scholarship Fund? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor</b>	3. Applicant has qualified based on financial limitations? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor</b>	4. Applicant qualifies based on age? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervisor</b>	Scholarship Award Amount: _____
<b>Supervisor</b>	Transfer from Scholarship Fund <u>140.000.237.17.00.00</u> to <input type="checkbox"/> Aquatics Registration <u>140.000.347.60.00.01</u>
	<input type="checkbox"/> Recreation <u>140.000.347.90.00.00</u>
<b>Supervisor</b>	Supervisor Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Supervisor Signature: _____ Date _____
<b>Staff</b>	<input type="checkbox"/> Applicant Notified Date: _____ Staff Initials: _____
<b>Finance</b>	<input type="checkbox"/> Finance Dept. processed Date: _____ Staff Initials: _____
<b>Supervisor</b>	<input type="checkbox"/> Original returned to supervisor Date: _____ Staff Initials: _____

*Note: Only applicants with questions 1-4 checked "yes" may receive a scholarship award.*



# Scholarship Application Guidelines

## For Covington Parks & Recreation Programs

### About the Covington Parks and Recreation Scholarship Program

The scholarship program allows children to participate in a City of Covington Parks and Recreation program who, due to financial limitations, otherwise would not be able to participate. The Scholarship Program is entirely funded through donations from caring individuals and businesses.

### Guidelines

1. Scholarships are available for select aquatic and recreation programs.
2. Scholarships are limited to youth ages 3 to 17.
3. Scholarships are limited to \$75 per child per year as funding allows.
4. Scholarships may only be applied towards 50% of the cost of any applicable activity.
5. Applicant shall provide proof of participation in a reduced school lunch program or equivalent proof of financial limitations.
6. Scholarship application must be submitted and approved prior to any scholarship award being available for registration.

### Frequently Asked Questions

#### Where can I find a scholarship application?

Hardcopies of the scholarship application are available at the Covington Aquatic Center (18230 SE 240th St, Covington WA 98042 - next to the Tahoma High School. The scholarship application is also available online at [www.covingtonwa.gov/city\\_departments/parks](http://www.covingtonwa.gov/city_departments/parks).

#### Where do I turn in my completed scholarship application?

Completed applications may be submitted in-person, by mail, or email.

- In-person: to the front desk at the Covington Aquatic Center (18230 SE 240th St, Covington WA 98042 - Next to the Tahoma High School)
- By Mail to: City of Covington, Attn: Aquatics, 16720 SE 271st St, Ste 100, Covington WA 98042
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#### Who should I contact if I have questions about the scholarship application?

Questions and inquiries may be made in-person at the Covington Aquatic Center, by calling the Covington Aquatic Center at 425-413-7665, or emailing [parks@covingtonwa.gov](mailto:parks@covingtonwa.gov).

#### How long until I know if a scholarship has been awarded after submitting my completed scholarship application?

Applicants shall be notified within 1-week as to the status of the application.

